

## Wild Oxfordshire Trustee: Role Description and Specification

### 1. Overview

Wild Oxfordshire ('WO') is seeking to appoint a two new Trustees. This is an exciting opportunity to work with the Director and other trustees in shaping the activities and direction of this small but influential charity. The work of Wild Oxfordshire's small skilled team is supplemented by its trustees so your time will have a real impact.

### 2. Background

Wild Oxfordshire facilitate the creation of a more natural, resilient, and biodiverse Oxfordshire for the benefit of all. We catalyse change by identifying needs, convening partnerships and unlocking opportunities for nature recovery action. We collaborate with numerous individuals, communities and organisations; offering expertly curated and inspiring information, bespoke advice, and nature-based solutions.

Wild Oxfordshire began life as the Oxfordshire Nature Conservation Forum in 2000, changing its name in 2015 to reflect a change in the organisation's role and ambitions. Wild Oxfordshire is a membership organisation, a registered charity and company limited by guarantee. It works with the willing and does not seek to duplicate the excellent work of other conservation organisations.

### 3. Activities

We are a group of knowledgeable and experienced scientists, practitioners and communication specialists inspiring and empowering people to work together effectively for nature's recovery across Oxfordshire.

Our key activities are:

- Collaborating – Bringing people within the conservation sector together at the strategic and operational scale, to work for more effective change, avoiding duplication and conflict.
- Engaging – Providing bespoke advice to inspire and empower individuals and communities to enhance their environment and use nature-based solutions.
- Inspiring – Piloting innovative exemplar on-the-ground activities and sharing stories to encourage others.
- Informing – Horizon-scanning and sharing curated, relevant, and trusted information to raise awareness and facilitate action for nature's recovery.

Wild Oxfordshire currently employs seven part time staff and contracts a further experienced project consultant, plus financial administrative support.

#### **4. Role Overview**

Operating in conjunction with the Chief Executive, Chair and fellow board members, trustees play a role in shaping and monitoring WO's activities as well as overseeing charity governance and acting as an advocate for WO in the maintenance and development of key relationships. It is, however, recognised that otherwise enthusiastic and well-qualified applicants may not have the available time to thoroughly oversee all of these aspects. There is therefore a degree of flexibility to tailor the role according to the circumstances of the applicant.

#### **5. Role Responsibilities**

The key responsibilities of a Wild Oxfordshire Trustee are as follows.

- a) As a member of the Board of Trustees demonstrate that Wild Oxfordshire is working to its Memorandum of Association and Articles of Association to deliver its charitable purpose for public benefit
- b) Support for the Chief Executive and Chair in implementing WO's vision, strategy and activities.
- c) To act as an advocate for WO and represent its interests in maintaining and developing relationships with key third party organisations and individuals: other charitable organisations, local governmental and regulatory bodies, politicians and donors.
- d) To attend quarterly meetings of trustees and other ad hoc meetings where required.
- e) Work in conjunction with the Chief Executive and Chair to ensure that the overall governance of the charity remains sound to enable the proper discharge of regulatory and fiduciary obligations including, inter alia, financial management, performance and control and the consideration of key risks.
- f) Working in conjunction with the Chief Executive and Chair, make sure that the Charity is accountable to its members, donors, friends and other stakeholders for the work that it does
- g) Support the fund-raising activities of the Charity through networking, practical volunteering at fund-raising events or engaging in grant-application processes

#### **6. Skills, experience and personal qualities**

The items listed below represent a set of experience and qualities that an ideal applicant might possess. Notwithstanding that and as highlighted above, Wild Oxfordshire is taking an open-minded approach to this appointment and will be pleased to hear from enthusiastic and experienced individuals who do not meet all of these criteria.

## Together for Nature

- a) A sound knowledge, or enthusiasm to learn, of the conservation and environmental landscape within Oxfordshire and its key challenges.
- b) An ability to use life and work skills gained in other environments for the benefit of the governance of Wild Oxfordshire.
- c) Self-awareness to know when to ask for expert advice and act appropriately on it
- d) Previous experience of acting as a trustee, as a director or in a decision-making capacity, not necessarily in a work environment
- e) Previous experience in the building of relationships with individuals and organisations.
- f) Experience in collective decision-making and consensus building.
- g) An ability to articulate and communicate key viewpoints and ideas.
- h) A willingness to develop in the role of trustee through mentoring, training and gained experience

## 7. Time Commitment

This is an unpaid role which if undertaken to its full extent as detailed above will, it is envisaged, require a commitment of about two days per month, although possibly a little higher in the initial familiarisation stage. As explained above, however, there is a degree of flexibility in tailoring the role and those considering it that can offer commitment but not to this extent should still apply. In this context it is important to note that, in addition to its Chief Executive, Wild Oxfordshire has engaged and pro-active trustees with result that a trustee can expect a high degree of support and assistance in undertaking the role.

## 8. Further Reading

[The Essential Trustee: what you need to know what you need to do, Charity Commission \(2018\)](#)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)

## 9. Applications and Process

Those interested in this role should contact the Wild Oxfordshire's Chief Executive Camilla Burrow on [camilla@wildoxfordshire.org.uk](mailto:camilla@wildoxfordshire.org.uk) by Sunday 5 June 2022 with a brief explanation of their interest in the role together with a resume of their experience. Should there be any questions at this initial stage these should also be directed to Camilla in the first instant. Thereafter there will be an opportunity for suitable applicants to meet (virtually in current circumstances) with Wild Oxfordshire's Chief Executive and the Chair in order to discuss the role further. Wild Oxfordshire hopes to appoint new trustees by July 2022

Please check that you are not disqualified from acting as a Trustee under the Charities Act. More details can be found in the further reading in section 8.